

Instructions to register a student for the Teen Leaders of America Summer Program:

EXAMPLE FOR: NON-SCHOLARSHIP RATE STUDENT

1. Log onto www.teenleadersofamerica.com
2. Navigate to “Events” – “Summer Camp” – 2019 Summer Programs
3. Select the option to **Register Now**

The screenshot shows the Teen Leaders of America website. At the top left is the logo with the text "Teen Leaders of AMERICA". To the right is a "Login" button and a search bar. Below the logo is a navigation menu with tabs for HOME, WHY TLA?, NEWS, COLLEGE PREP, EVENTS (highlighted in blue), PAYMENTS, PROGRAMS, and CONTACT US. The main content area is split into two columns. The left column is titled "2017/18 Teen Club" and features an orange "Register Now" button with a right-pointing arrow, followed by the text "by ACTIVE Network". Below this is the "Atlanta Summer Program" section, which includes a request to download and complete forms and a list of links: "Student Registration Form" and "Health History". The right column is titled "2018 Summer Programs" and features a green "Register Now" button with a right-pointing arrow, followed by the text "by ACTIVE Network". Below this is the "Jacksonville Summer Program" section, which includes a request to download and complete forms and a list of links: "Student Registration Form: WORD ADOBE", "Summer Youth Employment Application FULL", and "Health History".

4. The system will direct you to the Active Network **secured** registration system.
 - a. If you have an existing account – select the option to SIGN IN.
 - i. To view registrations you previously submitted – select MY PROGRAMS.
 - b. If you are a new user - Under “2019 Summer Programs”, select **View**. The Session Selection screen will appear.
5. On the Session Selection screen, the Session List will display all summer program weeks available for registration (Weeks 1-6).
6. Navigate to the Week(s) your student will attend the summer program, and select **only one** registration rate per week – Non-Scholarship Rate, Teen Club Rate, Scholarship Rate, FSS Rate. *(In this example, the student rate will be Non-Scholarship).*
7. For each week selected, select the option to ADD.
8. In the “YOUR SELECTIONS” section of the right-hand side of the screen, the summer week(s) selected will appear. The “Delete” option allows you to remove the week selected – if needed. *(In the example below, I have added 2 camp weeks – but will Delete one before moving to the next screen.)*

Session Selection

SELECT ONE OR MORE SESSIONS BELOW. YOU CAN REGISTER MULTIPLE PEOPLE AT THE SAME TIME.

FILTER BY

SESSION LIST | CALENDAR

LOCATION: All locations

DATES: Starts after (MM/DD/YYYY), Ends before (MM/DD/YYYY)

06/11/2018 - 06/15/2018

M - F, 7:30 AM - 5:30 PM

Edward Waters College Gym

Ages 11-17 | Grades 6th to 12th

<input type="checkbox"/> Non Scholarship Rate	\$75.00
<input type="checkbox"/> Teen Club Rate	\$55.00
<input type="checkbox"/> Scholarship Rate	\$10.00
<input type="checkbox"/> FSS Rate	\$0.00
<input type="checkbox"/> Select all	

From \$0.00 to \$75.00

Clear ADD

YOUR SELECTIONS

Summer Leadership Program (Week 1) [Delete](#)

06/11/2018 - 06/15/2018

Non Scholarship Rate

Quantity 1

Summer Leadership Program (Week 2) [Delete](#)

06/18/2018 - 06/22/2018

Non Scholarship Rate

Quantity 1

CONTINUE

SECURE ONLINE REGISTRATION

HAVE QUESTIONS?

Agency primary contact

- Once you have added the desired camp weeks, select the option to **Continue**.
- The **Registration Information** screen will appear.

Registration Information

COMPLETE THE FOLLOWING INFORMATION TO REGISTER

1 | LOOKUP ACCOUNT

To complete registration faster, let's check if you have an account.

* Email address

NEXT

2 | PARTICIPANTS & OPTIONS [Add sessions](#)

Summer Leadership Program (Week 1) [Remove](#)

06/11/2018 - 06/15/2018

Edward Waters College Gym

Ages 11 - 17 | Grades 6th - 12th as of 2017 - 2018 school year

Non Scholarship Rate \$75.00

3 | REGISTRATION FORMS

CONTINUE TO CART

- Enter your email address. Select **NEXT**.
- If you are a new user (without an existing account), the system will prompt you to create an account and enter a password. If you are a returning user, the system will prompt you to enter your Password. (**Note:** if you have forgotten your Password, you will need to use the Forgot Password option to reset the password. Teen Leaders of America does not retain password information.)
- The **PARTICIPANTS & OPTIONS** screen appears. The summer weeks selected will display. On this screen, you have the option to Add new sessions – or Remove existing sessions.
- In the “Who are you registering” session – select the option to “Register a new person”

2 | PARTICIPANTS & OPTIONS

[Add sessions](#)

Summer Leadership Program (Week 1)

[Remove](#)

06/11/2018 - 06/15/2018

Edward Waters College Gym

Ages 11 - 17 | Grades 6th - 12th as of 2017 - 2018 school year

Non

Scholarship Rate \$75.00

Rate

Who are you registering?

* Person

* Name

* Date of birth [Why do we ask this?](#)

* Gender Male Female

* Grade

[CONTINUE](#)

15. Enter the information for the **Student** you are registering for the Summer Program. **Notes:**

- Date of birth:** the system restricts registration to students ages 11-17 – in Grades 6-12
- Grade:** enter the student’s grade for the “next” school year. (Grades 6-12).

Please contact Teen Leaders at 904-419-8336 (or email –

register@teenleadersofamerica.com) if you are having trouble entering the Date of birth or Grade.

Who are you registering?

* Person

* Name

* Date of birth [Why do we ask this?](#)
This age is not eligible for this session.

* Gender Male Female

* Grade
This grade is not eligible for this session.

* **You are this person's parent or legal guardian**
You must be the parent or legal guardian to register someone under 18 years old.

16. Select the option to CONTINUE.

17. On the REGISTRATION FORMS page – continue entering information for the Student you are registering. Select option to Proceed to Cart.

18. The system displays the **Review card & check out** page. (From this page, you also have the option to *Add Another Registration* – to add another student.)

19. Review your Order Details; and enter Check Out/Payment Information.

Review cart & check out

ORDER DETAILS [+ Add Another Registration](#)

ITEMS	TOTAL
Summer Leadership Program (Week 1) - Edit Remove Non Scholarship Rate 6/11/2018 - 6/15/2018 M - F 7:30 AM - 5:30 PM Edward Waters College Gym Marcia Brown	\$75.00

Subtotal	\$75.00
Total	\$75.00

Active Network, LLC will charge the amount above

20. Select the option to Complete your registration order. Print your confirmation page for your records.

Thank you! Your transaction is complete.

YOU WILL RECEIVE A CONFIRMATION EMAIL SHORTLY. [Print](#)

More People = More Fun

Invite your friends

[Share](#) [Tweet](#) [G+](#)

ORDER SUMMARY

Order date: February 15, 2018 [See Detail](#)

ORDER NUMBER: C-1R4S9NK5

PAYMENT INFORMATION:

Amount paid	\$75.00
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Note: To view registrations you previously submitted and paid, select MY PROGRAMS option.

Instructions to register a student for the Teen Leaders of America Summer Program:

EXAMPLE FOR: SCHOLARSHIP RATE STUDENT

1. Proceed with steps 1-6 above.
2. In Step 6 – select one of the following scholarship rates:
 - a. Scholarship Rate (\$10.00) – *Review Scholarship Requirements in the Scholarship Requirements document.*
 - b. FSS Rate (\$0.00) – *Students must be referred by a Family Support Services (FSS) agency.*
 - c. Work Program (\$0.00) - *Review Work Program Requirements in the Scholarship Requirements document.*